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Minutes - APPROVED  
Public Records Board  
Records Management Committee

Tuesday, February 18, 2025; 1:00  
Teams Meeting

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Committee Members Present: Paul Ferguson, Abbie Norderhaug, and Erin Scharlau.

**1) Call to order: 1:01 PM.**

**2) Approval of October 15, 2024, Minutes:**

Paul Ferguson moved, seconded by Erin Scharlau, that the minutes from October 15, 2024, be approved as amended. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

**3) Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter 2025 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Paul noted that the committee appreciated all those who attended so questions could be responded to and reminded everyone to also attend the Board meeting on March 24, 2025.

Meeting adjourned at 1:48 PM. Motion made by Paul Ferguson, seconded by Abbie Norderhaug. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		
Paul Ferguson	X		

Next meeting: May 13, 2025.